

Asci, Terry (SCA)

From: noreply@formstack.com
Sent: Monday, April 02, 2018 12:49 PM
To: Breaches, Data (SCA)
Subject: Security Breach Notifications



Formstack Submission For: Security Breach Notifications
Submitted at 04/02/18 12:49 PM

Business Name: Mintz Levin

Business Address: 1 Financial Center
Boston, MA 02111

Foreign Business Address:

Company Type: Commercial

Your Name: Cynthia Larose

Title: Member

Contact Address:

Foreign Contact Address:

Telephone Number: (617) 348-1732

Extension:

Email Address: cjarose@mintz.com

Relationship to Org: Current employee

Breach Type: Electronic

| | |
|---|---|
| Date Breach was Discovered: | 03/09/2018 |
| Number of Massachusetts Residents Affected: | 1 |
| Person responsible for data breach.: | Current Employee |
| Please give a detailed explanation of how the data breach occurred.: | An employee requested an electronic copy of her W-2, and in replying to this request, on March 9, an HR employee inadvertently sent the email and attachment to someone with a similar name outside the company. That same day, the unintended recipient called the HR employee to notify her of the error and to let her know that she did not open the attachment and had deleted the email and attachment from her inbox and purged the trash folder. On March 12, the unintended recipient provided us with an email confirmation that she had not made any copy, printed, saved, or otherwise retained the misdirected email and/or attachment. This was an unfortunate error and no breach of network systems occurred. |
| Please select the type of personal information that was included in the breached data.: | Social Security Numbers = Selection(s) |
| Please check ALL of the boxes that apply to your breach.: | The person(s) with possession of personal information had authorized access = Selection(s) |
| For breaches involving paper: A lock or security mechanism was used to physically protect the data.: | N/A |
| Physical access to systems containing personal information was restricted to authorized personnel only.: | N/A |
| Network configuration of breached system: | N/A |
| For breaches involving electronic systems, complete the following: | N/A = Selection(s) |
| All Massachusetts residents affected by the breach have been notified of the breach.: | Yes |

**Method(s) used to notify
Massachusetts residents affected by
the breach (check all that apply)::**

E-mail = Selection(s)
US Mail = Selection(s)

**Date notices were first sent to
Massachusetts residents
(MM/DD/YYYY):**

03/14/2018

**All Massachusetts residents affected
by the breach have been offered
complimentary credit monitoring
services .:**

No

**Law enforcement has been notified
of this data breach.:**

No

**Please describe how your company
responded to the breach. Include
what changes were made or may be
made to prevent another similar
breach from occurring.:**

Employee was re-trained on Outlook drop-down menu
issues.

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Formstack, 8604 Allisonville Road, Suite 300, Indianapolis, IN 46250

Asci, Terry (SCA)

From: Larose, Cynthia <CJLarose@mintz.com>
Sent: Monday, April 02, 2018 12:50 PM
To: Breaches, Data (SCA)
Subject: Notice pursuant to MGL 93H
Attachments: MLnotice.PDF

Per the form filed online today.


Cynthia Larose | Member
Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.
One Financial Center | Boston, MA 02111
Direct: +1.617.348.1732 | Fax: +1.617.542.2241
E-mail: CJLarose@mintz.com
Follow our blog ... [Privacy & Security Matters](#)
Web: www.mintz.com



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MINTZ LEVIN



One Financial Center
Boston, MA 02111
617-542-6000
617-542-2241 fax
www.mintz.com

March 27, 2018



Dear 

We are writing to notify you that an unauthorized acquisition of your personal information occurred on March 9, 2018. As we discussed, we have no reason to believe that your personal information has been or will be misused and this was an isolated incident as the result of an unfortunate error. There has been no security breach of our network system.

Massachusetts law requires us to provide you with certain information regarding credit freezes and protection from identity theft. Massachusetts law allows consumers to place a security freeze on their credit reports. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services.

If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

To place a security freeze on your credit report, you must send a written request to **each** of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified or overnight mail at the addresses below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013

Trans Union Security Freeze
Fraud Victim Assistance Department
P.O. Box 2000
Chester, PA 19022-2000

Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.

BOSTON | WASHINGTON | NEW YORK | STAMFORD | LOS ANGELES | SAN FRANCISCO | SAN DIEGO | LONDON

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address such as a current utility bill or telephone bill;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft;
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must send a written request to each of the three credit bureaus by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have three (3) business days after receiving your request to remove the security freeze.

Under Massachusetts law, we are required to inform you that you have the right to obtain any police report filed in regard to this incident. Given the nature of this incident, there was no police report filed.

If you should have any further questions, please contact do not hesitate to contact me at 617 [REDACTED].

Sincerely,

A large black rectangular redaction box covering the signature area.